



Licensing Division  
Finance Department

# City of Morgantown

## Application for Municipal License

RETURN TO CITY OF MORGANTOWN 389 SPRUCE ST. MORGANTOWN, WV 26505

BUSINESS NAME: \_\_\_\_\_

PHYSICAL LOCATION: \_\_\_\_\_

### BUSINESS CLASSIFICATIONS

<input type="checkbox"/> SPECIAL STORE	\$ 5.00	<input type="checkbox"/> REAL ESTATE AGENT	\$ 10.00
<input type="checkbox"/> GENERAL STORE	\$15.00	<input type="checkbox"/> INSURANCE AGENT	\$5.00
<input type="checkbox"/> RESTAURANT	\$10.00	<input type="checkbox"/> STOCK BROKER	\$100.00
<input type="checkbox"/> PHOTOGRAPHER	\$10.00	<input type="checkbox"/> PAWN/MONEY BROKER	\$100.00
<input type="checkbox"/> AUCTIONEER	\$37.00	<input type="checkbox"/> HOTEL/MOTEL	\$10.00
<input type="checkbox"/> JUNK DEALER	\$25.00	<input type="checkbox"/> COLLECTION AGENCY	\$10.00
<input type="checkbox"/> MOVIE THEATRE	\$100.00	<input type="checkbox"/> EMPLOYMENT AGENCY	\$100.00
<input type="checkbox"/> BOWLING ALLEY	\$25.00	<input type="checkbox"/> POOL/ BILLARD TABLE	\$25.00
<input type="checkbox"/> ADDITIONAL ALLEY	\$15.00	<input type="checkbox"/> ADDITIONAL TABLE	\$15.00

\$ \_\_\_\_\_ # \_\_\_\_\_

LIC. # \_\_\_\_\_

OFFICE USE ONLY

### COIN-OPERATED DEVICES

#### MERCHANDISE OR SERVICE DEVICE

- ☐ OVER 10¢ DEVICE \$12.50 EACH  
☐ 20 OR MORE DEVICES \$250.00 TOTAL

#### AMUSEMENT OR MUSIC DEVICE

- ☐ OVER 10¢ DEVICE \$12.50 EACH  
☐ 20 OR MORE DEVICES \$300.00 TOTAL

#### LAUNDRIES & WASH DEVICES

- ☐ MINIMUM FEE \$15.00 TOTAL  
☐ LESS THAN 10 DEVICES \$3.00 EACH  
☐ MORE THAN 10 DEVICES \$30.00 TOTAL

### BEER, WINE AND LIQUOR

#### BEER-NON INTOXICATING

- ☐ CLASS A/CLUB, TAVERN \$100.00  
☐ CLASS B/ UNCHILLED ONLY-OFF PREMISES \$15.00  
☐ CLASS B/ PACKAGED BOTH-OFF PREMISES \$100.00  
☐ DISTRIBUTOR-OFF PREMISES \$250.00

#### PRIVATE CLUB

- ☐ FRATERNAL-NON PROFIT \$375.00  
☐ UNDER 1000 MEMBERS \$500.00  
☐ OVER 1000 MEMBERS \$1250.00

#### WINE

- ☐ WINE BY THE GLASS \$250.00  
☐ RETAIL-OFF PREMISES \$150.00  
☐ WEST VIRGINIA WINE \$25.00

OTHER(OFFICE USE ONLY)

LEGAL NAME: \_\_\_\_\_

DBA: \_\_\_\_\_

MAILING ADDRESS: \_\_\_\_\_

HOME ADDRESS: \_\_\_\_\_

EMAIL: \_\_\_\_\_

BUSINESS PHONE: \_\_\_\_\_

OWNER(S) PHONE: \_\_\_\_\_

FORM OF BUSINESS: ☐ PROPRIETORSHIP  
☐ PARTNERSHIP

☐ CORPORATION  
☐ OTHER \_\_\_\_\_

☐ LIMITED LIABILITY CO.

FEDERAL IDENTIFICATION NUMBER: \_\_\_\_\_ DATE BUSINESS BEGAN IN CITY: \_\_\_\_\_

DESCRIBE BUSINESS ACTIVITY: \_\_\_\_\_

*I certify this application to be true and accurate to the best of my knowledge.*

SIGN: \_\_\_\_\_ DATE \_\_\_\_\_

PRINT: \_\_\_\_\_

**OWNER—PARTNER—OFFICER—MEMBER INFORMATION**

NAME
ADDRESS
PHONE
EMAIL
SOCIAL SECURITY NUMBER

NAME
ADDRESS
PHONE
EMAIL
SOCIAL SECURITY NUMBER

NAME
ADDRESS
PHONE
EMAIL
SOCIAL SECURITY NUMBER

Attach additional sheets if necessary

# THE CITY OF MORGANTOWN

FINANCE DEPARTMENT  
389 SPRUCE STREET  
MORGANTOWN, WV 26505

TO: All Business Owners or Operators

FROM: City of Morgantown Finance Department and the Morgantown Public Safety  
Communications Center (MPSCC)

RE: After Hour Emergency Information

In an effort to better protect the interests of the community, the MPSCC keeps an active file of all businesses, in the City of Morgantown, with names of persons to be contacted in the occurrence of an emergency involving a business building. (Such as fire, intrusion or damage.)

This information is kept confidential and is used only by law enforcement and fire personnel. Please complete this form (print or type) and promptly return it to our center at either 300 Spruce Street or 389 Spruce Street, Morgantown, WV 26505

Thank you for your cooperation.

\*\*\*\*\*  
\_\_\_\_\_  
BUSINESS NAME BUSINESS TELEPHONE NUMBER

\_\_\_\_\_  
BUSINESS STREET ADDRESS (COMPLETE)

\_\_\_\_\_  
ALARM COMPANY NAME (IF APPLICABLE) TELEPHONE NUMBER

PERSON(S) WITH KEYS (AFTER HOURS) TELEPHONE NUMBER(S)

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\_\_\_\_\_

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\_\_\_\_\_

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\_\_\_\_\_

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\_\_\_\_\_

COMMENTS OR OTHER INFORMATION DEEMED NECESSARY: \_\_\_\_\_

\_\_\_\_\_

## **CHECK LIST**

**DO YOU HAVE OR HAVE YOU CHECKED ON THE FOLLOWING REQUIREMENTS IN ORDER TO OBTAIN A CITY BUSINESS LICENSE?**

\_\_\_\_\_ **CHECKED TO SEE IF LCOATION IS PROPERLY ZONED.**

\_\_\_\_\_ **CHECKED TO SEE IF YOU NEED A CERTIFICATE OF OCCUPANCY THAT IS AVAILABLE THROUGH THE BUILDING INSPECTIONS DEPARTMENT.**

\_\_\_\_\_ **CHECKED TO SEE IF YOU ARE REQUIRED TO HAVE A HEALTH PERMIT.**

\_\_\_\_\_ **NOTIFIED THE FIRE DEPARTMENT FOR AN INSPECTION.**

\_\_\_\_\_ **APPLIED FOR YOUR STATE LICENSES.**

\_\_\_\_\_ **CHECKED ON SANITATION SERVICE THROUGH BFI 304-296-3696.**

\_\_\_\_\_ **IF YOU PURCHASED THE PROEPRTY, CHECKED ON FIRE SERVICE FEES.**

\_\_\_\_\_ **COMPLETED THE PROPER APPLICATIONS FOR CITY BUSINESS LICENSE.**